

## Weekly Update

*Week of January 16, 2017*

**Subject:** CO400 Year-End Physical Inventory Closing Course Offered on **May 18**  
**Audience:** AST Leads, Agency Training Coordinators, Finance Directors,  
Procurement Directors, Inventory Users

The CO400 Year-End Physical Inventory Closing course will be offered on May 18, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

**Course ID/Title: CO400 Year-End Physical Inventory Closing**

**Description:** This three-hour workshop will address the physical inventory year-end closing process including key terminology, physical inventory count, reconciliation of inventory differences and inventory documents.

**Target Audience:** Agency Inventory Users who perform a year-end physical inventory function

**Pre-requisites:** None

**Class Date(s):**

**CO400 – May 18 – Spring 2017 Details**

**Class Date:** Thursday, May 18, 2017

**Class Time:** 9:00 a.m. to 12:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

**Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (CO400) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

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If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).